

Closure Model Template

Introduction

This template can be used to prepare a closure. School closure occurs when an LEA closes a school and enrolls the students who attended that school in other higher achieving schools. To write a closure plan, you will need to address eight separate requirements. The closure plan should be developed for implementation through the 2015-16 school years.

Directions

Provide a concise, cohesive and comprehensive response describing how each requirement will be implemented in the school. Each description should also identify who will be responsible for the implementation (names and/or titles), and when the requirements will be implemented. A maximum of 6,000 characters are allowed per item. Use your MS Word Template to draft and edit each item, and then cut and paste the text into the form fields for each requirement.

PART A: REFORM TEAM PERSONNEL

1. Please list the individuals involved in the development of this reform/redesign plan. Use a separate line to list each individual, and include name, title or role, and email contact information.

PART B: CLOSURE REQUIREMENTS

Requirement #1: Describe how the school (or its district) will communicate the closing of the school/district to stakeholders of the school. In your response, explain the process for assigning or offering alternative enrollment in a higher performing school.

Requirement #2: Identify the individual(s) who has authority for decision-making and oversight throughout the closure process. Also, provide evidence that this designation was approved by the governing body. (Must attach a resolution or letter)

Requirement #3: Describe how the school (or its district) will communicate the closing of the school/district to appropriate state agencies. The communication must include correspondence to the following agencies before 5/01/2014: State Aid, Field Services, State Reform Office, Office of Retirement Services, CEPI/EEM, Pupil Accounting, School Finance, and Special Education.

Requirement #4: Describe how the school (or its district) will assist and track the matriculation of students to higher performing schools. In your response, detail the process for enrolling students elsewhere (also see Requirement 1) and provide a timeline for transferring student records to enrolling schools.

Requirement #5: Describe how the school (or its district) will prepare and store all business, board, and student records in accordance with adopted state records retention schedules and requirements. In your response, identify the location for permanent storage and the date by which this arrangement will be complete.

Requirement #6: Describe how the school (or its district) will ensure that authorized individuals will maintain access to state /federal reporting sites and file all required final reports in accordance with established timelines. In your response, identify the authorized individuals and ensure this authority was delegated by the governing body. Also, list the anticipated reports to be filed and deadlines for each filing.

Requirement #7: Describe how the school (or its district) will ensure proper disposition of property purchased with federal funds. In your response, provide an inventory of property purchased by federal funds or provide a process and timeline for submitting the inventory. Also, describe the process, timeline, and deadline (must be before 5/1/2014) for identifying eligible public institutions to receive the inventoried property.

Requirement #8: Plan addresses three additional **Public School Academy** requirements. If you are a Public School Academy you must: (a) identify a temporary space for conducting closure business throughout the closure process or establish a process, timeline and deadline before 12/31/13 for selecting one, (b) detail a budget to pay for tasks related to dissolving the school and associated non-profit or establish a process, timeline and deadline before 12/31/13 for selecting one, and (c) identify deadlines for completing steps in the wind up and dissolution procedural actions template.